

AFRD ES&H Operations Committee
71 Conference Room
February 2, 2007
2:00 – 3:00 PM

Minutes

Attendees: Keith Gershon, Sharon Hernandez, Daryl Horler, Steve Lidia, Tom McVeigh, Tom Scarvie, Peter Seidl, Pat Thomas, Weyland Wong

1. ES&H News and Lessons Learned

- ES&H News:
 - **Accident statistics – Ergonomics**— If you look at the menu on the left side of the EH&S Division home page, you will find a link for “Accident Statistics”. You can click on this link to download the latest information about accident s at LBNL. Ergonomic injuries, particularly repetitive use of computer workstations, continue to be the greatest challenge. Please continue to encourage people to have their workstations evaluated and seek help for any discomfort. First aid visits to Health Services are not “recordable” injuries and do not count against LBNL. Getting help early can prevent minor problems from becoming major ones. Early intervention really works. Continuous review and communication with employees is needed because conditions can change, and it can take time for some problems to develop. An hour at Health Services now is better than having to take extended disability leave later. An improved, on-line ergonomics course is in the process of being developed.
 - **Building manager/emergency team meeting**—There have been some questions about Building Manager and Building Emergency Team roles, following a recent meeting. The Building Manager should be someone who is generally familiar with what goes on in the building. They help to direct Facilities and contractor personnel to the right contact people and areas, keep building occupants informed about changes in workplace conditions or hazards, and report any maintenance or safety problems that need to be fixed. Building Emergency Team leaders organize the Emergency Team members who sweep areas during emergency evacuations, maintain emergency communications through the radio system, and may assist in first aid or CPR if they have been trained. The Building Manager is often the Emergency Team Leader as well, but this is not always the case. The roles can be assigned to two people. The Building Managers and Emergency Team Leaders should be people who are frequently present in their building. It is a good idea to have designated assistants for times

when the Building Manager or Emergency Team Leader will not be present. The annual earthquake drill will be in June. This is a good time to find out who the Building Managers and Emergency Team Leaders and team members are in your buildings. For further information about Building Manager and Emergency Team policies, see the Emergency Preparedness website.

- **Penetration Permits** – Keith Gershon and Weyland Wong are looking into a recent incident where holes were drilled after a penetration permit application was submitted and the floor was surveyed, but before the final permit was received. The penetration or “dig” permit requirements were revised substantially in 2006 and everyone who may need to penetrate surfaces (floor, ground, or wall) to a depth of 1 1/2 inch or more needs to be aware of the new requirements. The permit application must include a “responsible person” who has been trained in the permit application and start-up procedure. Drilling is not allowed within 6 inches of utilities. It is not always easy to tell the difference between conduit and rebar from the scanning results. Facilities may also need to look at drawings and other documents and consider what is known about the history of the area before determining where it is safe to drill. That is why it is important to make sure the permit has been issued and understand its provisions before beginning to drill. The lessons learned will be communicated to Building Managers, Safety Coordinators, and “Today at Berkeley Lab” articles. Information about penetration permits is found on the Facilities website. Mike Dong is the person to contact for further information or to request training.

2. QUEST Kick-off and Program Safety Coordinator Status Reports & Forum

AFRD QUEST officially begins with this meeting. Assessments should be completed and results will be discussed at our next meeting on March 2. The QUEST Program Guide is posted on the AFRD website. It describes what to do and has all the forms and checklists. To find it, go to the AFRD home page and scroll down on the menu on the left until you see “safety and related areas”. Click there, and you will find a link to “2007 QUEST Plan”. QUEST is an annual, employee-participation exercise for everyone, not just supervisors. The Supervisor walkthroughs are a year-round activity that may use QUEST checklists but emphasizes communication between supervisors and employees. Supervisors who participate in a QUEST assessment may count it as one of their Supervisor Safety Plan activities.

- IBT – Tom McVeigh has organized the IBT QUEST teams and sent out information packets.
- Fusion – Peter Seidl has talked to the QUEST team leaders and is getting them organized.
- Supercon—Daryl Horler may need some help getting started.

- CBP—Steve Lidia is organizing the QUEST teams and getting ready to make assessment assignments.
- LOASIS – Csaba Toth reported that they have already completed their QUEST.
- ALS – Tom Scarvie’s group will be doing their QUEST later, by participating in the ALS QUEST.

Next Meeting:

March 2, 2:00 PM, Bldg. 71 Conference Room – QUEST Results